Tecnológico de Monterrey

SERVICES PORTAL USER MANUAL

STUDY IN MEXICO | PARTNER INSTITUTIONS

INTRODUCTION

The following document is a guide that will show you the services included in the portal for Partner Institutions.

We are going to review all the portal sections (including course catalog, students' transcripts, nomination process).

We are going to detail the nomination process and the different ways you can nominate, accept or reject your students' nominations.

Also we are going to explain every button's function and the information you need to capture in each field.

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How to enter to the Service Portal

1. Enter to Study in Mexico's website www.studyinmexico.com.mx

2. Go to the section called "International Alliances (bottom right-hand corner).

You can also enter through the section called "About us" and then click on "International Alliances" or clicking the button of the same name located at the bottom left-hand corner of the main picture.

Once you have entered, click the button called "International Alliances".

Tecnológico de Monterrey
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MEXICO
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CAMPUS LIFE
ADMISSIONS
CONTACT US
YO SOY TEC
HECHO EN MÉXICO
TECNOLÓGICO DE MONTERREY IS MEXICO'S TOP UNIVERSITY IN QS RANKING
In 2014 edition of the Latin American University Rankings QS, Tecnológico de Monterrey is in the 7th. position among the 300 best colleges in the region.
Read more...
STUDENTS TRAVEL TO CHINA TO STUDY THANKS TO THE SANTANDER BANK SCHOLARSHIP.
Read more...
HONORABLE MENTION FOR INTERNATIONAL PROJECT DEVELOPED BY STUDENTS FROM OUR CAMPUS IN CUERNAVACA.
INTERNATIONAL ALLIANCES
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ALUMNOS
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NEWSLETTER
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INTERNATIONAL ALLIANCES

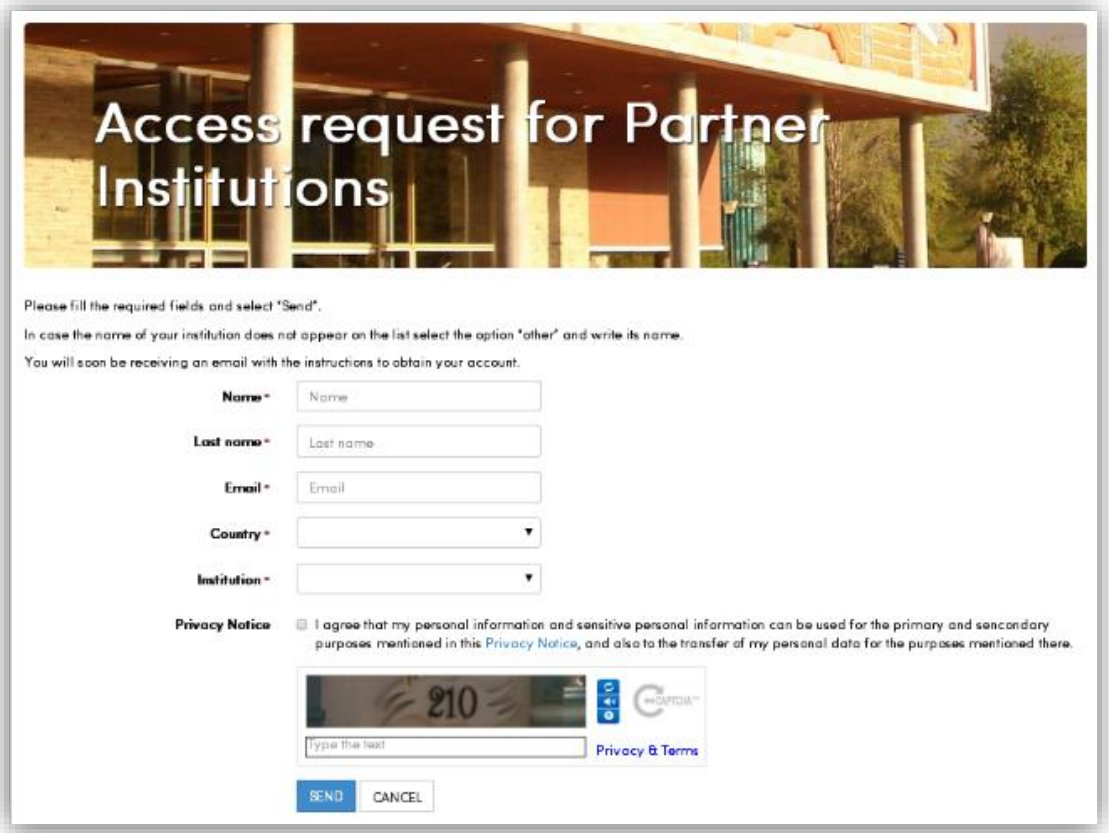
Request and active you account

1. If it's the first time you enter to the Service Portal, it's necessary to request for an account.
   You have to provide some information such as: name, last name, email, country and the Institution's name, if you can't find it listed, choose "Other" and write the name in the right-hand field, agree with the privacy notice and write the verification code.

   Note: the fields marked with (*) are required. Once you have completed the information, click "Send".

2. You are going to receive a confirmation email with a hyperlink that will let you create your password.

1


Access request for Partner Institutions
Please fill the required fields and select "Send".
In case the name of your institution does not appear on the list select the option "other" and write its name.
You will soon be receiving an email with the instructions to obtain your account.
Name *
Name
Last name *
Last name
Email *
Email
Country *
Institution *
Privacy Notice
I agree that my personal information and sensitive personal information can be used for the primary and sencondary purposes mentioned in this Privacy Notice, and also to the transfer of my personal data for the purposes mentioned there.
210
Type the text
Privacy & Terms
SEND
CANCEL

2

Password Recovery
To complete your recovery process, you need to create a new access password for our portal.
If you don't want to change your password, you can go back to our login screen and sign in using your previous password.
Then new password must be of minimum lenght of 8 characters and must contain numbers and letters.
Please be aware that this password must be kept securely.
Password *
Password
Confirmation *
Confirmation
SEND
CANCEL

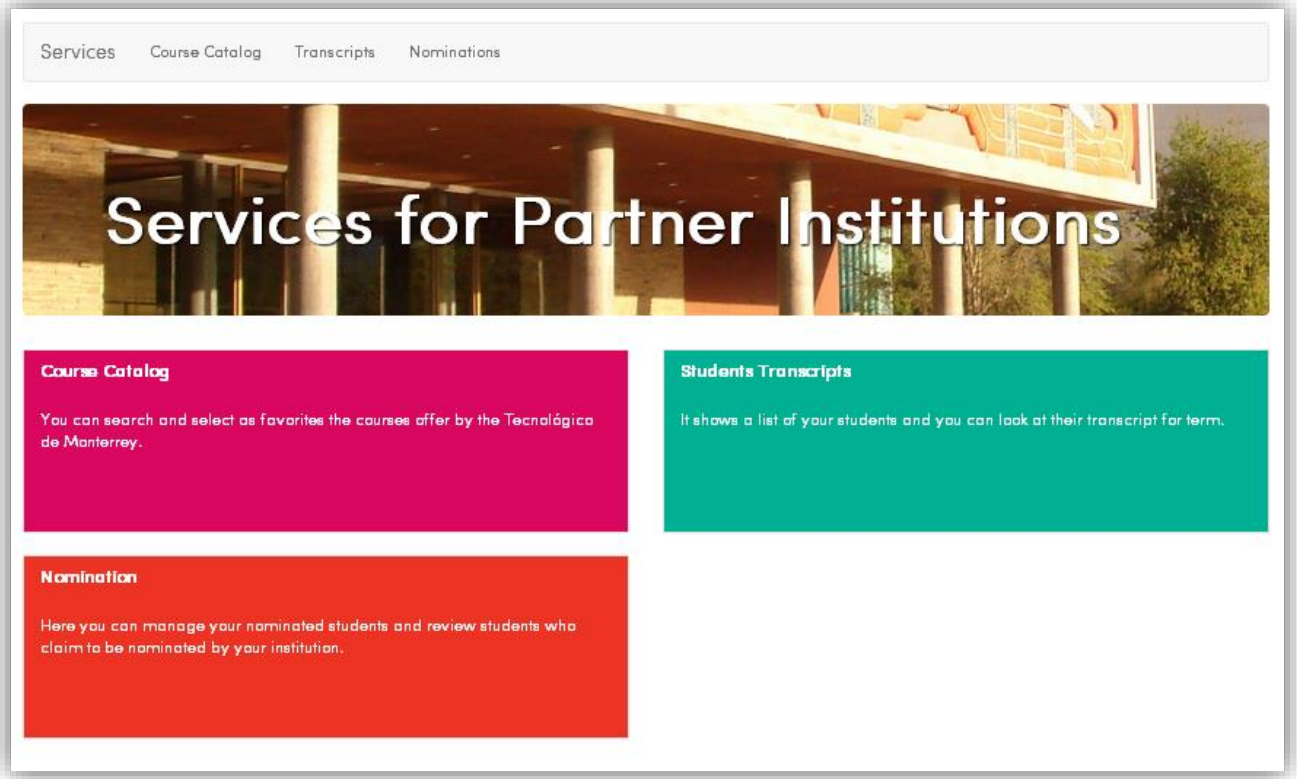
Services for Partner Institutions

In the main page, you will find three different services:

- **Course Catalog:** you can search the courses that are offered at Tecnológico de Monterrey, you can select different search filters and save as favorites.

- **Students' Transcripts:** it shows the list of students that were at Tecnológico de Monterrey in the last two academic terms.

- **Nomination:** here you can manage your nominated students and review students who ask to be nominated by your institution.


Services
Course Catalog
Transcripts
Nominations
Services for Partner Institutions
Course Catalog
You can search and select as favorites the courses offer by the Tecnológico de Monterrey.
Students Transcripts
It shows a list of your students and you can look at their transcript for term.
Nomination
Here you can manage your nominated students and review students who claim to be nominated by your institution.

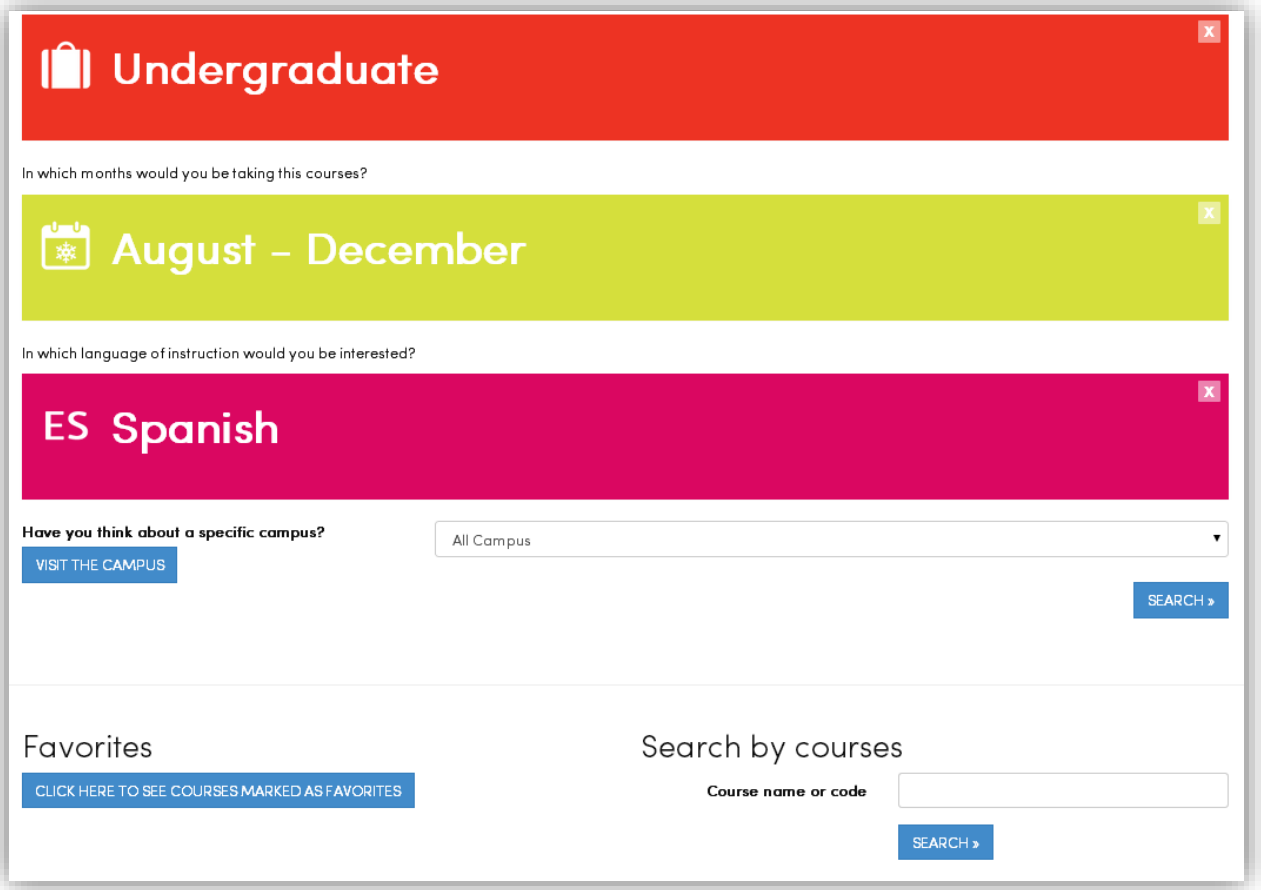
COURSE CATALOG

Course Catalog

Here you can search through all the courses that are offered at Tecnológico de Monterrey. You can search by academic level, term, language, course code, academic area, campus and also you can mark courses as favorites. You may answer the first three questions to search a course.

You can see a tutorial in which we explain how to use the course catalog, it's available at:

http://vimeopro.com/centroatencionusuarios/programas-internacionales-alumnos/video/102657856

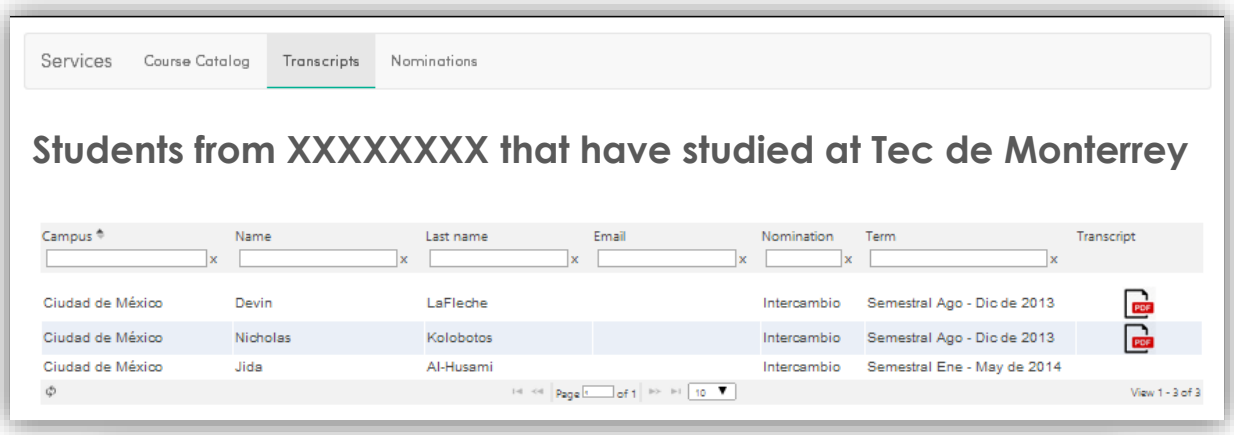

Undergraduate
In which months would you be taking this courses?
August – December
In which language of instruction would you be interested?
ES Spanish
Have you think about a specific campus?
VISIT THE CAMPUS
All Campus
SEARCH »
Favorites
CLICK HERE TO SEE COURSES MARKED AS FAVORITES
Search by courses
Course name or code
SEARCH »

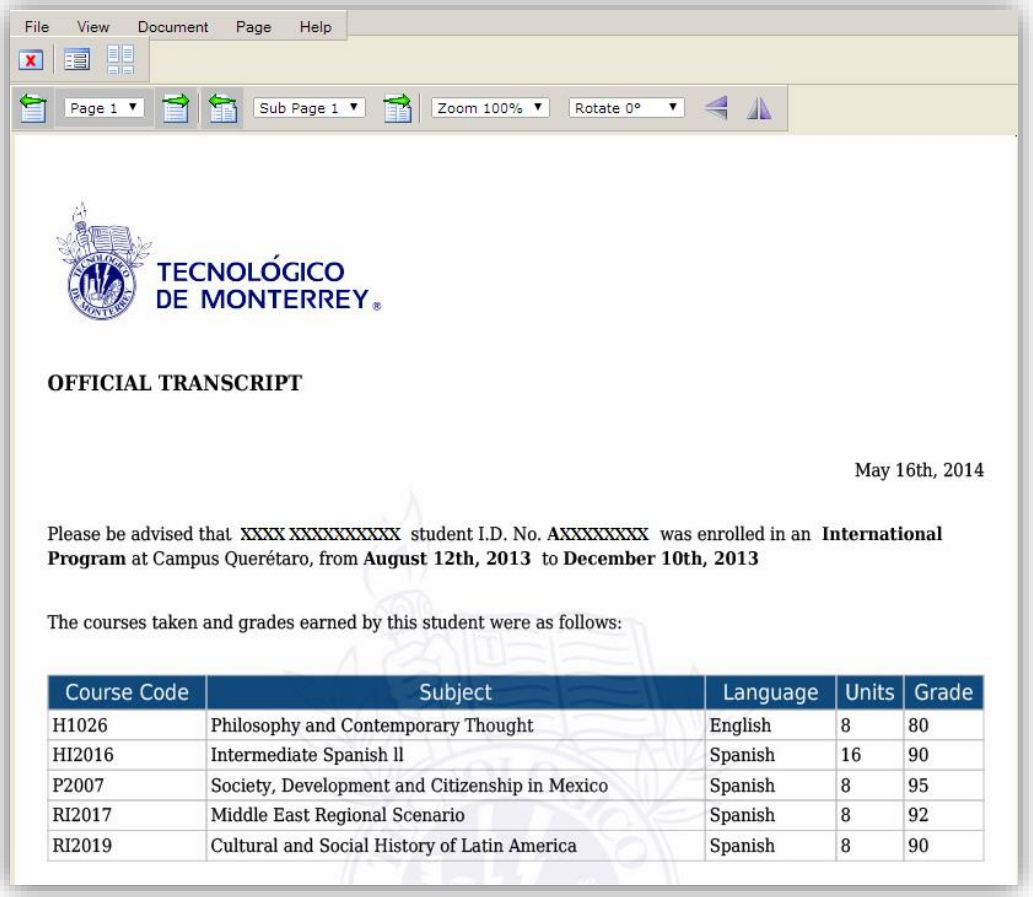
STUDENTS' TRANSCRIPTS

Students' Transcripts

In this section you can consult the transcripts of all your students that have studied in the last two academic terms at Tecnológico de Monterrey.

The information that is available is: campus, name and last name, email, type of nomination (according to the program chosen), academic term and you can see the online transcript or have the option to download it.

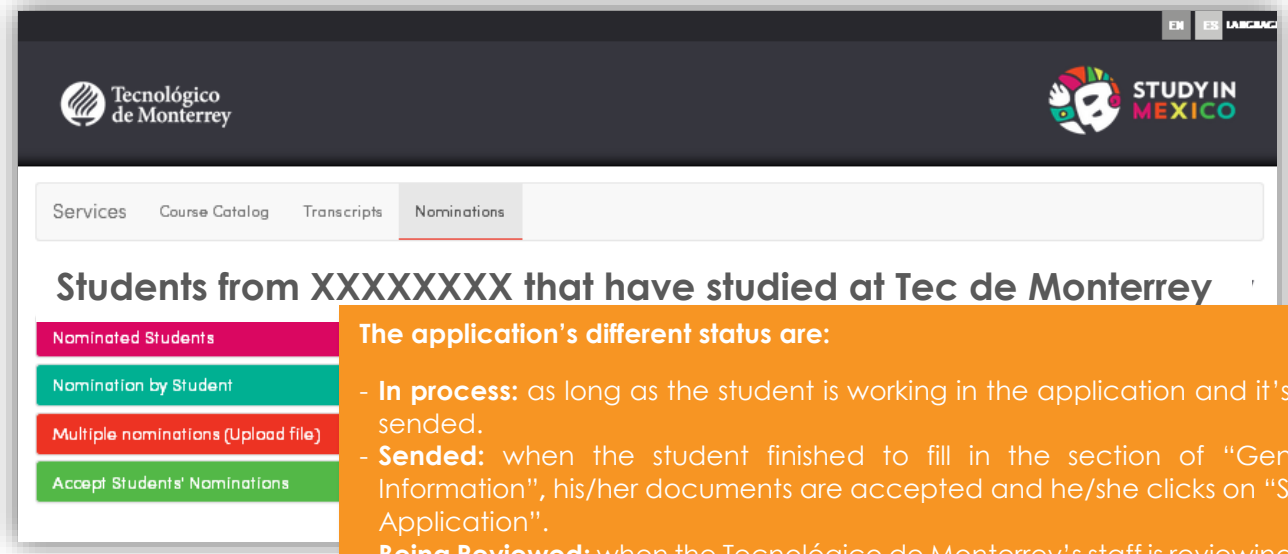



File View Document Page Help
Page 1
Sub Page 1
Zoom 100%
Rotate 0°
TECNOLÓGICO DE MONTERREY
OFFICIAL TRANSCRIPT
May 16th, 2014
Please be advised that XXXX XXXXXXXXXX student I.D. No. AXXXXXXXX was enrolled in an International Program at Campus Querétaro, from August 12th, 2013 to December 10th, 2013
The courses taken and grades earned by this student were as follows:
Course Code | Subject | Language | Units | Grade
H1026 | Philosophy and Contemporary Thought | English | 8 | 80
HI2016 | Intermediate Spanish II | Spanish | 16 | 90
P2007 | Society, Development and Citizenship in Mexico | Spanish | 8 | 95
RI2017 | Middle East Regional Scenario | Spanish | 8 | 92
RI2019 | Cultural and Social History of Latin America | Spanish | 8 | 90

NOMINATION

Nomination

In this section you can manage your nominated students and accept or reject those students who ask to be nominated by your institution.
We are going to review the 4 different options.



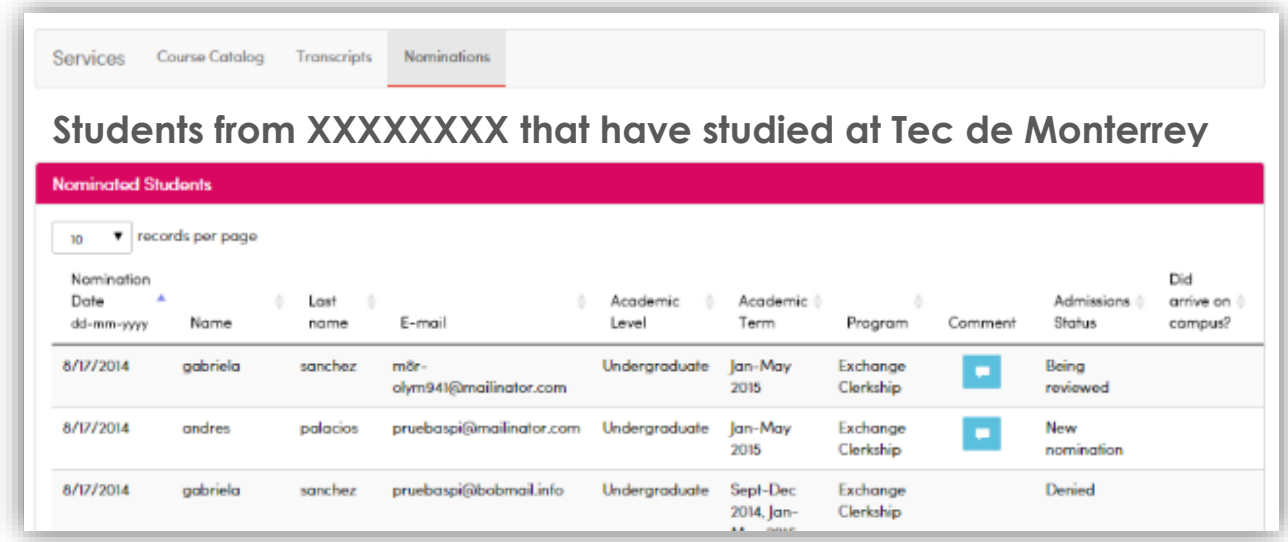
The application's different status are:

- **In process:** as long as the student is working in the application and it's not sended.
- **Sended:** when the student finished to fill in the section of "General Information", his/her documents are accepted and he/she clicks on "Send Application".
- **Being Reviewed:** when the Tecnológico de Monterrey's staff is reviewing the student's application.
- **Cancelled:** when the application is cancelled.
- **Admitted:** When the student is admitted to study at Tecnológico de Monterrey and already has a registration number.

Nominated Students

Here you can find those students that had been nominated by you. The student's information is: nomination date, name, last name, email, academic level, program, comments, admission status (new nomination and if the application has been: sent, cancelled, in process, being reviewed, admitted or rejected), the student's arrival status, and the option to eliminate the record. Also you are able to sort the columns' information.

Note: as long as the application is not admitted, you are able to delete the nomination.



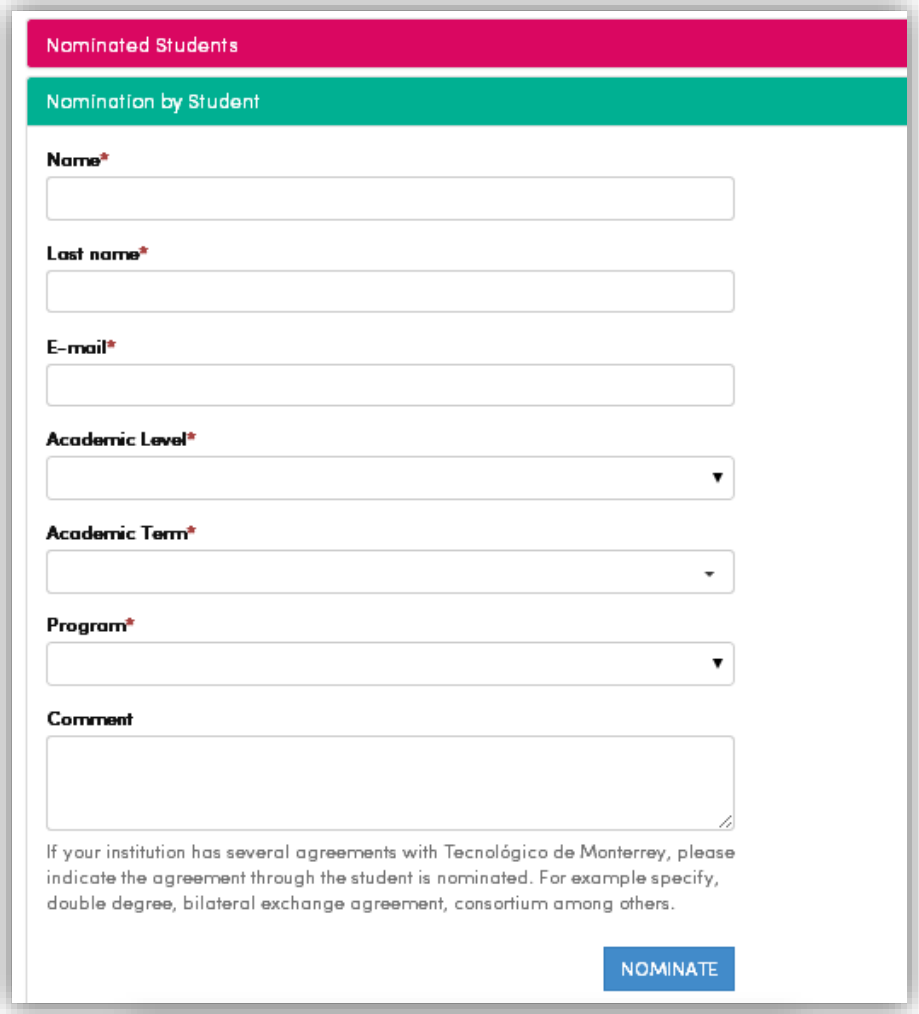
Nomination by Student

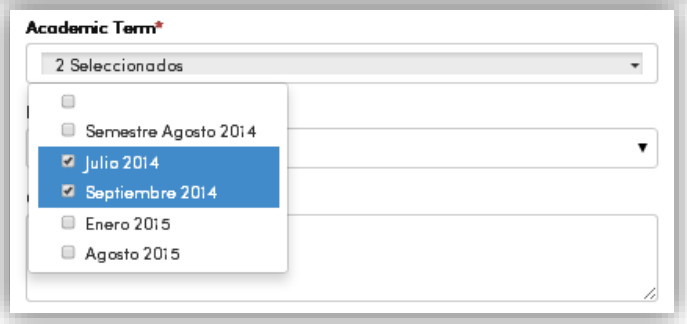
If you only have to nominate 1 or 2 students, you can do it in this section. Entering the following information: name, last name, emails, level and academic term, type of program (in this case you can choose between exchange and exchange clerkship) and there is a comments' section.

It's important that if the institution has more than one agreement, you specify in the comment's section, to which program the student belongs. **Example:** you can write bilateral agreement, consortium, double major, etc.

When all the requiered fields are completed, click on **"Nominate".**

Note: if you want to nominate the student for more than one academic term, choose the ones that he/she are going to study at Tecnológico de Monterrey.


Nominated Students
Nomination by Student
Name*
Last name*
E-mail*
Academic Level*
Academic Term*
Program*
Comment
If your institution has several agreements with Tecnológico de Monterrey, please indicate the agreement through the student is nominated. For example specify, double degree, bilateral exchange agreement, consortium among others.
NOMINATE

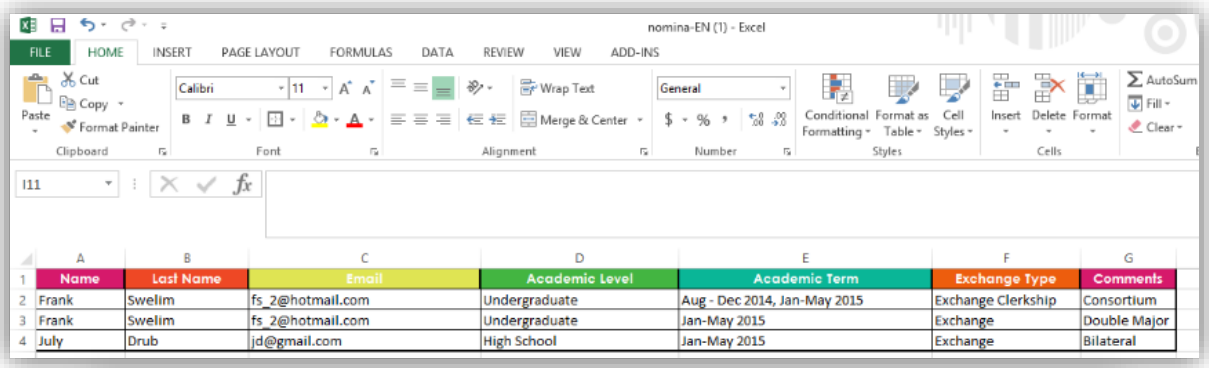


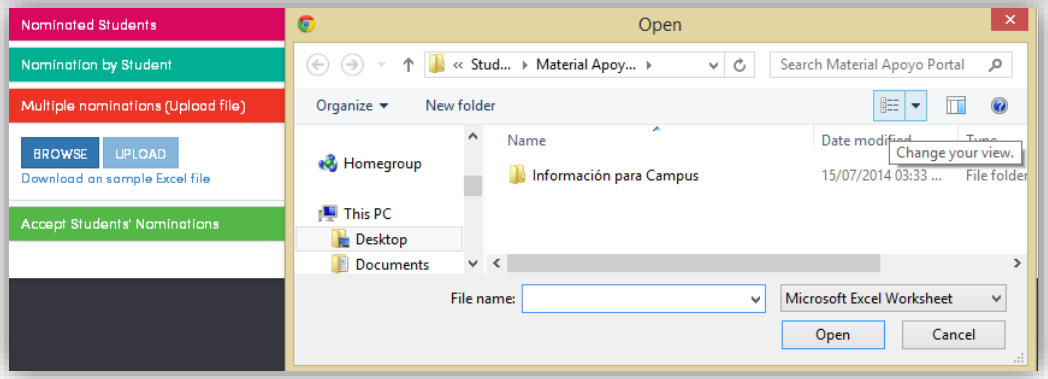
Multiple Nomination (Upload File)

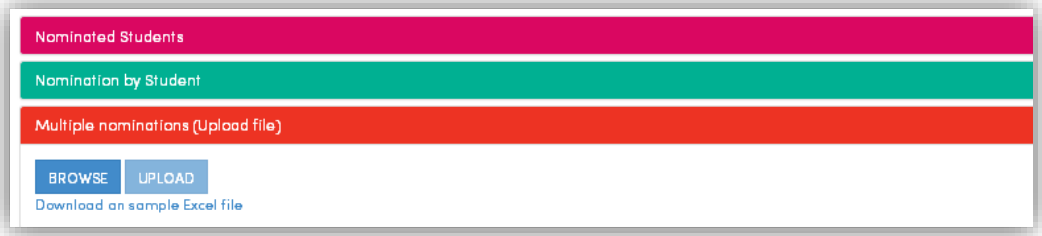
If you have to nominate more than two students, you can do it through an Excel file in this section. You can download a sample file in the section "Multiple Nomination" and replace it with your student's information. The information required is: name, last name, email, academic level, academic term, exchange type and comments.

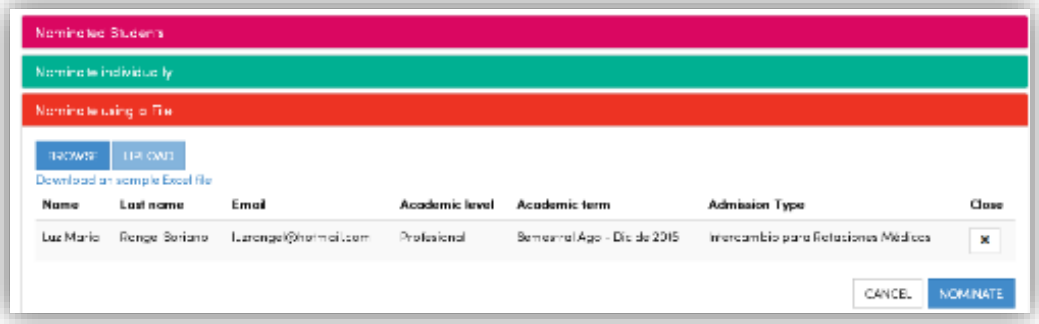
When the information is already captured, save the file in your computer and return to the portal to upload it.

As result you are going to see a list with the records you had added to the Excel file, once you check that everything is correct, click on **"Nominate".** You can find these records in the **"Nominated Students'** " section.


nomina-EN (1) - Excel
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS
Name | Last Name | Email | Academic Level | Academic Term | Exchange Type | Comments
Frank | Swelim | fs_2@hotmail.com | Undergraduate | Aug - Dec 2014, Jan-May 2015 | Exchange Clerkship | Consortium
Frank | Swelim | fs_2@hotmail.com | Undergraduate | Jan-May 2015 | Exchange | Double Major
July | Drub | jd@gmail.com | High School | Jan-May 2015 | Exchange | Bilateral

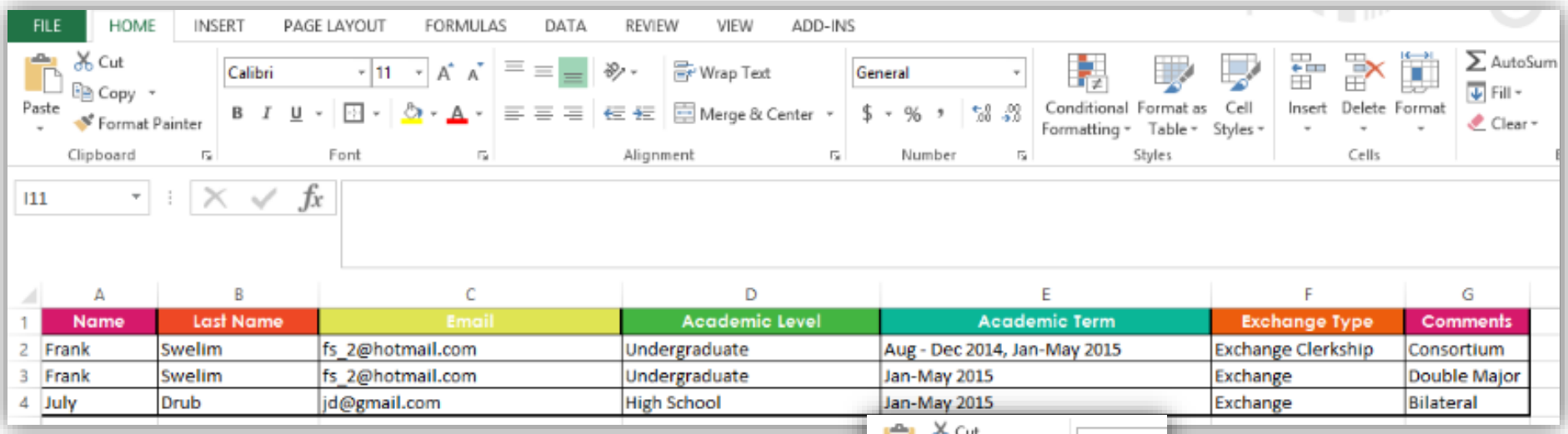




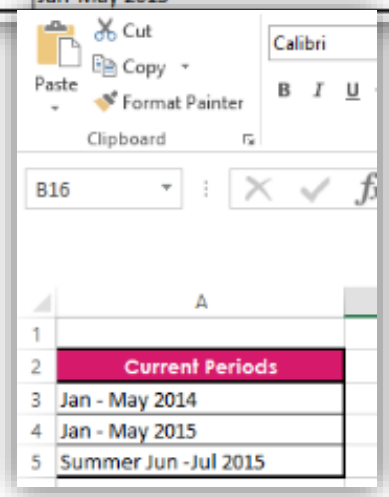


Multiple Nomination (Upload File)

In case you need to nominate the student for more than one academic term, go to the column named "Academic term" in the Excel File and capture the current terms separated by a comma followed by a blank. Example: if the student will stay Tecnológico de Monterrey for two semesters, you should write: Aug-Dec 2014, Jan – May 2015.


FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS
Cut Copy Format Painter Paste
Calibri 11
Wrap Text Merge & Center
General
Conditional Formatting Format as Table Cell Styles
Insert Delete Format
AutoSum Fill Clear
Clipboard Font Alignment Number Styles Cells
I11

	A	B	C	D	E	F	G
1	Name	Last Name	Email	Academic Level	Academic Term	Exchange Type	Comments
2	Frank	Swelim	fs_2@hotmail.com	Undergraduate	Aug - Dec 2014, Jan-May 2015	Exchange Clerkship	Consortium
3	Frank	Swelim	fs_2@hotmail.com	Undergraduate	Jan-May 2015	Exchange	Double Major
4	July	Drub	jd@gmail.com	High School	Jan-May 2015	Exchange	Bilateral



	A
1	
2	Current Periods
3	Jan - May 2014
4	Jan - May 2015
5	Summer Jun -Jul 2015

Important: the semesters that are going to be included shoul be current periods and the text should be the same as the chart included in the sheet called "Current Periods" of the sample file.

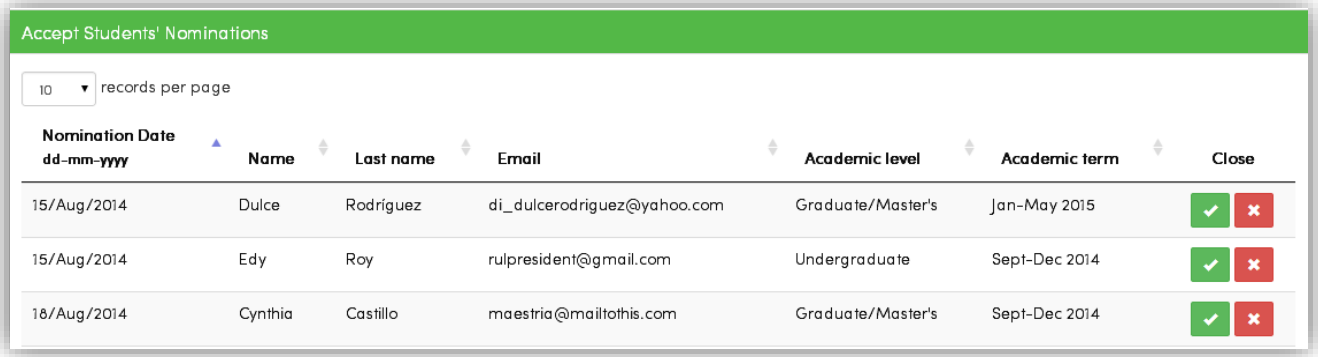
Accept Students' Nominations

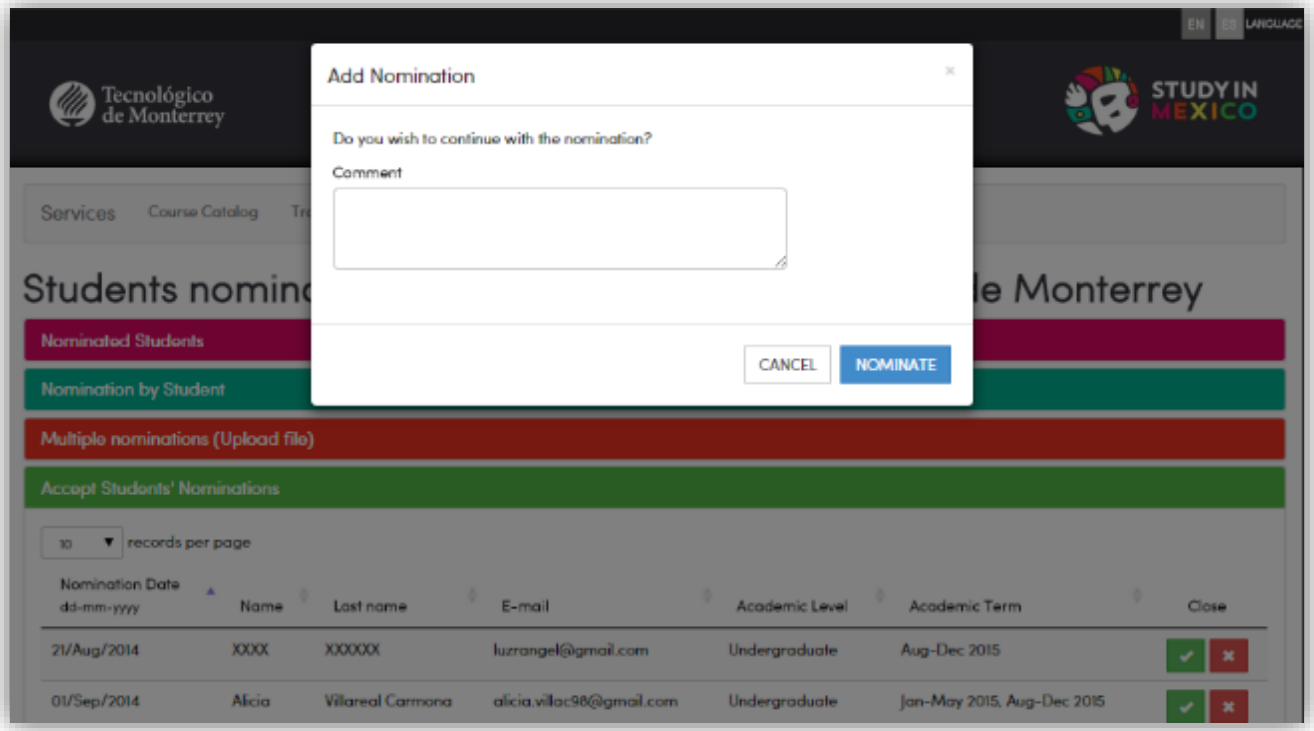
In the moment that the student fills in the application and choose you as his/her Home Institution, the record of him/her is going to appear in this section. It's necessary to review the student's information to confirm that belongs to your institution.

La información que aparece es: fecha de la nominación, el nombre y apellidos, correo, nivel académico, período académico y la opción de aceptar o rechazar la nominación.

If the nomination is rejected, the record will be eliminated and the student will receive a notification.

If the nomination is accepted, you must confirm and click at "Nominate" and the student will receive a notification. Review the section "Nominated Students" to verify that the new nominations appear.



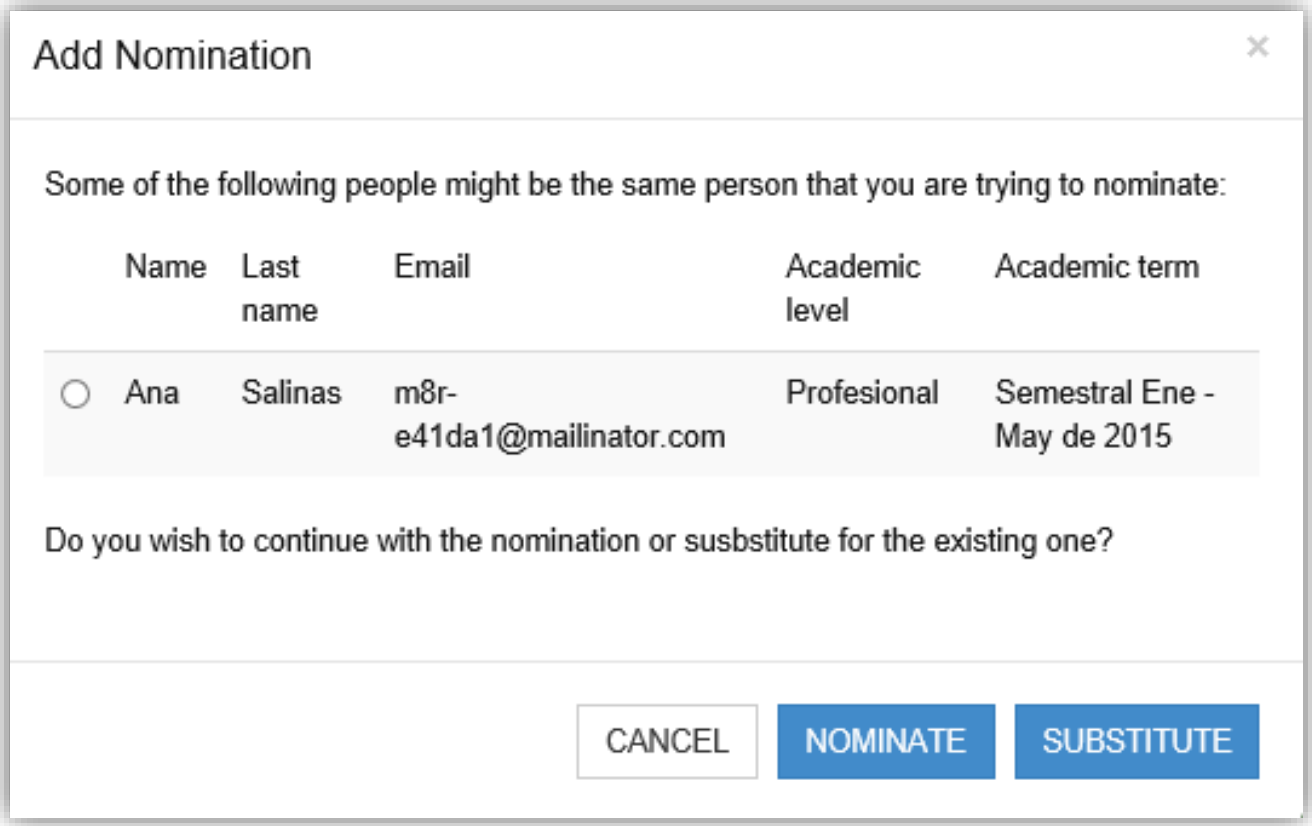


Nominaciones Duplicadas

If the student has been nominated before but also appears in this section, the system finds this coincidence and will ask you what do you want to do with the record, it's necessary to choose one of this options:

- **"Nominate":** you must choose this option when there are two different students even if the system detects the duplicate record. In this case, you need to choose the student record and click at **"Nominate".**

- **Replace:** you can associate a nomination and replace the record. If you choose this option it's important to know that the nomination that was captured first will be deleted and replaced by the student's one, so you need to be sure that the information is correct otherwise it's better to reject his/her nomination and keep the one you have already captured.



When any nomination is confirmed, the student will receive an email to let him know that he/she is nominated to study at Tecnológico de Monterrey and can start with his/her application process, in the email they will find a hyperlink to create the user account.

Note: when the student creates the account through this confirmation hyperlink, is not necessary to choose a program and all the information you captured in the nomination, will be blocked in his/her application and won't allow to make any changes.